



Office of the County Clerk

Diana Alba
County Clerk

Commissioner of Civil Marriages

Marriage Services Division

201 East Clark Avenue

P. O. Box 551603

Las Vegas, NV 89155-1603

Jim Pierce

Assistant County Clerk

**PLEASE NOTE: IT IS UNLAWFUL TO SOLEMNIZE MARRIAGES BEFORE YOU OBTAIN A
CERTIFICATE
FOR CHAPLAIN IN THE ARMED FORCES OF THE UNITED STATES**

INSTRUCTIONS FOR A CERTIFICATE OF AUTHORITY

The following documents are required to apply for a *Certificate of Authority to Solemnize Marriages in the State of Nevada for a Chaplain in the Armed Forces of the United States*:

1. *Application for a Certificate of Authority to Solemnize Marriages in the State of Nevada for Chaplain in the Armed Forces of the United States.*
2. Proof of military status (such as a copy of military ID) and proof of current assignment as a military chaplain. The assignment paperwork must clearly show the applicant will be serving as a military chaplain – not just the unit to which the applicant is assigned.

Please Note: The application must be signed in front of a notary.

ALL PAPERWORK SHOULD BE RETURNED TO THIS OFFICE AT THE ADDRESS LISTED ABOVE, ATTENTION: MINISTER LICENSING. (Do NOT return the instruction sheet.)

If approved, the certificate will be mailed to **the residence address listed on the application**, along with an *Information Sheet for Officiant* which provides information on completing the marriage certificate. If you would like to arrange to pick up the certificate or to have it mailed to another address, please include the instructions with the application paperwork. The certificate cannot be sent via express mail unless a self-addressed, pre-paid express mail envelope is enclosed.

If the application is not approved, you will receive a letter or an e-mail explaining why it was not granted. Normal processing time for applications is 5 - 7 business days. **PLEASE ALLOW SUFFICIENT TIME FOR PROCESSING IF YOU ARE TO SOLEMNIZE A WEDDING IN THE NEAR FUTURE (sending paperwork 4 to 6 weeks in advance is recommended).** Paperwork must be filled out completely and properly signed and notarized. **DO NOT LEAVE BLANK SPACES. PAPERWORK THAT IS INCOMPLETE OR INCORRECT WILL DELAY THE PROCESS AND/OR MAY RESULT IN THE CERTIFICATE BEING DENIED.**

Oct2011

Ex-Officio Clerk of:

Board of County Commissioners – Clark County Board of Equalization

Clark County Liquor and Gaming Board – Mt. Charleston Fire Protection District

Clark County Water Reclamation District Board of Trustees – Clark County Debt Management Commission

Big Bend Water District Board of Trustees – Clark County Redevelopment Agency

University Medical Center of Southern Nevada Board of Trustees

County of Clark, State of Nevada

APPLICATION FOR A CERTIFICATE OF AUTHORITY TO SOLEMNIZE MARRIAGES IN THE STATE OF NEVADA FOR CHAPLAIN IN THE ARMED FORCES OF THE UNITED STATES

1. _____
Full Name of Applicant _____ Nickname or Aliases Used _____
2. _____
Residence Physical Address _____ City _____ State _____ Zip Code _____
3. _____
Mailing Address, if Different _____ City _____ State _____ Zip Code _____
4. Telephone Nos. _____
Residence _____ Religious Organization _____ Cell Phone _____
5. Date of licensure, ordination, appointment or authorization by church or religious organization: _____
6. What branch of the military do you currently serve and what is your current duty station:

Proof of military status and current assignment as a military chaplain must be included with this application.

7. Please mark the appropriate response (failure to **mark one of the three** will result in a delay in processing or possible denial of the Application.)

_____ I am not subject to a court order for the support of a child;

_____ I am subject to a court order for the support of one or more children and I am in compliance with the order or I am in compliance with a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order; or

_____ I am subject to a court order for the support of one or more children and I am NOT in compliance with the order or a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Signature of Applicant

VERIFICATION

STATE OF _____)
COUNTY OF _____) ss:

_____, being first duly sworn according to law, deposes and says:

That ___he is the Applicant in the above *Application for a Certificate of Authority to Solemnize Marriages in the State of Nevada for Chaplain in the Armed Forces of the United States*; that ___he has read the foregoing Application and knows the contents thereof; that the same are true of his/her own knowledge, except for such matters therein stated on information and belief, and as to those matters ___he believes them to be true.

Signature of Applicant

SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME

this _____ day of _____, 20____.

NOTARY PUBLIC

**NOTE: IT IS UNLAWFUL TO PERFORM MARRIAGES
PRIOR TO THE ISSUANCE OF A CERTIFICATE OF
AUTHORITY TO SOLEMNIZE MARRIAGES IN THE
STATE OF NEVADA.**